

Purpose

It is the policy of the Utah Department of Transportation to provide education and training for State and local transportation agency employees engaged or to be engaged in federal or state work.

Policy

To carry out the provisions of this policy, individual training needs are to be identified through employee-leader evaluations and the UDOT Training Committee who determinations the training needs to support priority areas.

The Human Resource Development (HRD) Training Manager shall be responsible for administering this program and to follow related requirements. These responsibilities include coordinating internal processing, assisting Department with developing training needs, and assuring eligibility of attendees and costs for state participation.

UDOT will ensure equal employment opportunity in that no employee shall, on the grounds of race, color, religion, sex, national origin, disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination.

Background

This policy has been written to support and encourage training within the Department. To utilize training funds that are available to the maximum level.

Definitions

The following definitions are offered to distinguish sources and types of Federally-funded and State-only funded training.

1. National Highway Institute (NHI) - Provides training in the engineering and technical areas. A course catalog is available for review.
2. Reimbursement for Employment of Public Employees on Federal-aid projects, FHPM 1-4-5 - Costs are reimbursed as part of construction and are charged to selected construction projects. These funds are referred to as "indirect" costs in the procedure.
3. State only - Costs are only reimbursable from training budget established by requesting regions/groups.

Procedures

UDOT Training Programs Provide or Reimbursed With State Funds

UDOT 05C-81.1

Responsibility: Originator

Actions

1. Meets with leader to evaluate training need.
or

Responsibility: HRD Training Manager

- 1a. Statewide training: Contacts Region/Group Leaders for nominations. HRD Training Manager will then evaluate nominations and determine list of attendees, meets with the UDOT Training Committee for approval of funds.

Responsibility: Originator

2. Initiates preparation of checklist form from Training Technician based upon available information with originator/leader evaluation.
3. If complete information is not available, HRD Training Manager will be responsible for contacting source of training.
or

Responsibility: HRD Training Manager

Statewide training: Completes checklist form from Training Technician for requests submitted from originating personnel.

4. Receives completed checklist and evaluation from originator. Determines if training need is valid and type of funding available for use in completing Forms R-708 .
5. Reviews originator's written justification and determination is made as to whether Form R-708 is acceptable for processing.
6. Submits training application and necessary documentation to UDOT Training Committee.

**Authorizing Training Courses For Department of Transportation
Employees**
Effective: March 14, 1980

UDOT 05C-81
Revised: May 28, 1997

Responsibility: UDOT Training Committee

7. Approves or disapproves training.

Responsibility: Comptroller

8. Approved requests are directed to the Finance Department for financial approval. Distributes Request for State Project Authorization, with authority number to HRD Training Manager.

Responsibility: HRD Training Manager

9. Sends copy of approved training application and checklist to originator or Region/Group Leader.

Responsibility: Originator

10. Notifies payroll clerks of approval and account number.
11. Obtains leader's signature for attending and completing training course on the training application. Submits training application and checklist to HRD Training Manager

Responsibility: HRD Training Manager

12. Verifies attendance and billing for direct costs. Billing is signed and then submitted to Comptroller.

Responsibility: Comptroller

13. Costs charged are reviewed and corrections are made where necessary.